

USAID/WEST BANK AND GAZA MISSION ORDER NO. 20

SUBJECT: **USAID Contractor/Grantee Identification Cards**

AUTHORITY: **ADS 103.3.12.1 ANE Mission Directors and Principal Officers**

EFFECTIVE DATE: **August 6, 2004**

I. PURPOSE

To establish guidance for the issuance of USAID identification Cards for contractors and Grantees to use to facilitate crossing internal Israeli or Palestinian checkpoints.

II. RESPONSIBILITIES

The **USAID/WB-G Program and Project Development Office and Project Support Unit** are responsible for implementing and managing the ID card issuance process, and for maintaining databases on all requests and recipients of ID cards. It is also responsible for maintaining and enforcing sanctions, as appropriate.

USAID/WB-G Cognizant Technical Officers are responsible for reviewing the requests for Identification Cards submitted by their contractors/grantees, and for ensuring that the individuals requesting ID cards are employed by USAID implementing partners for current USAID activities and require the cards to cross checkpoints as described in the 'Procedures' section below.

The **USAID/WB-G Office of Acquisition & Assistance** is responsible for ensuring that all contractors and grantees receive an official notice addressing the issuance and rules governing ID cards and contractor/grantee responsibilities for managing the cards.

III. DEFINITIONS

"ID Cards", or "cards" are the laminated photo identification cards issued by USAID West Bank-Gaza to assist contractor and grantee personnel to cross checkpoints in Palestinian areas.

"Contractors" and "grantees" are the entities implementing agreements (Contracts, Grants, Cooperative Agreements and other such awards) using USAID funding to carry out activities in Palestinian areas.

"Cognizant Technical Officer" is the individual within USAID who has been designated by the Office of Acquisition and Assistance as the individual who oversees the implementation of the award.

“Direct Hire Personnel” refer to members of the U.S. Foreign Service, U.S. and Third Country Personal Services Contractors, and Foreign Service Nationals who are part of the immediate staff of the USAID West Bank/Gaza mission, regardless of whether they are based in Tel Aviv, Jerusalem, Gaza, or the West Bank.

IV. PROCEDURES

A. Purpose and eligibility:

1. ID cards are intended to facilitate USAID personnel, both direct hire and contractor/grantee, crossing internal Israeli or Palestinian checkpoints. They may be used to document employment when crossing international borders, but do not substitute for any of the other normally required identification documents. They do not provide access to any USAID or U.S. Diplomatic Facility such as the Embassy Tel Aviv or the Consulate General in Jerusalem.
2. Direct Hire and Contractor/Grantee personnel will have distinct cards that designate the bearer’s status.
3. Spouses and other dependents are not eligible for ID cards.
4. Cards are available to USAID staff and to the staff of contractors and grantees implementing USAID funded activities, and individuals who are seconded full time to these activities. They are also available for the staff of U.S. based subcontractors.
5. ID Cards are not available for local sub-contractors (see next paragraph), sub-grantees or non-USAID funded partner individuals or organizations. International subcontractors are eligible for cards. Exceptions to this may be granted by USAID’s Program and Project Development Office on a case by case basis only. A full justification for an exception should be forwarded to PPDO through the Cognizant Technical Officer, as described below.
6. Temporary Duty personnel (TDYers) may receive a card for up to three months based on the Chief of Party’s certification (see IV.B.b, below) without a further security review.
7. Cards should only be requested for the period that they are actually needed. If an individual is carrying out an activity for a short period—i.e. an audit or an evaluation—the card should only be requested for this period.
8. Cards will be issued for a period of one year or up to the end of the period of performance specified in the contract or grant, whichever comes first. When it is anticipated that the period of performance of an award will be modified, CTOs should extend activity end dates in a timely fashion to avoid the need for issuing multiple cards.
9. Cards may be revoked at any time at the discretion of the Mission Director.

B. Submitting Applications for USAID ID Cards.


1. The Chief of Party of a contractor or grantee shall submit a request to the USAID Cognizant Technical Officer managing their award. Requests may be submitted in hard copy, by fax (if legible) or e-mail. (Fax: 03 511-4888). Requests must include the following information:
 - a) Full name of applicant

- b) Certification by the Chief of Party that “I have no reason to believe that any of the individual(s) for whom cards are requested have an affiliation with an entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts.”
 - c) A short description of the position applicant holds in organization and relationship to the USAID activity
 - d) Justification for the ID card
 - e) Photocopy of personal ID or Passport
 - f) Original (i.e., not a fax or photocopy) or digital (.jpg format) photograph
2. Processing of ID requests:
- a) The CTO will clear the request, ensuring that the materials are complete and certifying that the individual works on USAID activities for the requesting organization.
 - b) USAID/PPD/PSU will review the documentation, prepare a package for internal clearance, and will issue the ID card.
 - c) Contractors will collect all previously issued cards, sign and return both the receipt for the ID card(s) as well as the previously held cards to USAID.
 - d) Contractors/grantees must request replacement cards for cards that will expire at least 30 days before expiration.
 - e) One part of Mission contract close-out procedures is that the contractor or grantee shall return ALL cards issued to individuals under the USAID funded activity.
3. Implementing this policy: USAID will prepare cards for all contractor/grantee personnel (approximately 1000 cards) and will distribute them. This is currently anticipated to September, 2004, but it may be delayed. Contractors have one month to exchange the new cards for the old ones and return them to USAID. Upon issuance of the new cards, all existing cards will cease to be valid at the end of the exchange month.

C. Conditions:

- 1. USAID ID cards are valuable and have been counterfeited and misused in the past. The cards are only useful if they are credible with checkpoint authorities, and USAID and its partners need to work together to avoid misuse. Contractors, grantees and individuals to whom ID cards are issued are responsible for safeguarding their cards.
- 2. Cards are not to be duplicated—except for file copies maintained at the contractor’s office—or lent to other individuals. A good practice is to ‘enlarge’ any file copies.
- 3. In case of loss, theft or seizure, the Chief of Party shall send a letter to USAID explaining all circumstances, and the efforts made to recover the card. A new card will be issued after review of the circumstances.
- 4. In case the individual leaves the organization his/her cards are to be collected by the Chief of Party and returned to USAID immediately. If individuals fail to return the card at the end of their employment, they may not be eligible to receive a new card.

5. Any misuse of the cards—such as counterfeiting or loaning to other individuals—may result in their cards being withdrawn.
6. If a contractor or grantee has a pattern of multiple cards being lost, not returned, or being misused, the organization will be required to submit a report explaining the incidents, and the procedures to be followed in the future to ensure that these do not recur. If the remedial actions do not correct the problem, the contractor or grantee may have their ID card privileges revoked.

Signed: 
Margot Ellis, Acting Mission Director

Date: 8/6/2004